

FACILITIES PLANNING AND IMPLEMENTATION

Tuesday, February 17, 2004 – 10:30 a.m.
County Courthouse, 4th Floor Conference Room
40 Culpeper Street, Warrenton, Virginia 20186

Present:

William G. Downey, Board of Supervisors
Richard W. Robison, Board of Supervisors
G. Robert Lee, County Administrator
Anthony I. Hooper, Acting Deputy County Administrator
Bryan Tippie, Director, Budget
Janice Bourne, Director, Finance
Diane Erway, Director, Procurement
Butch Farley, Director, General Services
Bill Gouldthorpe, General Services
Wanda Mercer, General Services

Guests:

Gail H. Barb, Clerk of the Court
Helen Zaleski, Deputy Clerk
Jeffrey W. Parker, Judge, Circuit Court
Ross D'Urso, Commissioner of Revenue
Jonathan Lynn, Commonwealth's Attorney
Maria del Rosso, Director, Library
Barbara Severin, Library Board
Charlie Ray Fox, Jr., Sheriff
David A. Flohr, Sheriff's Office
Allen Sparks, Sheriff's Office
Elizabeth Ledgerton, Treasurer
Don del Rosso, The Fauquier Citizen newspaper

Mr. Robison called the meeting to order at 10:40 a.m.

The Agenda order was rearranged, switching #2. Review Draft Policy for Implementing Public-Private Education Facilities and Infrastructure Act to the first agenda item and #1. Minutes of the February 3, 2004 meeting to agenda item #2.

Draft Policy for Implementing Public-Private Education Facilities and Infrastructure Act

Ms. Bourne presented an overview of the policy. Mr. Downey indicated that the Board of Supervisors would review the policy after the School Board's work session on February 23, 2004.

Minutes of January 13, 2004

The minutes were approved as published.

The agenda was further adjusted, moving '3.C. Updates' ahead of 3.A. and 3.B.

Specific Project Review

Courthouse:

Mr. Hooper briefly presented project background pertaining to changes in the project costs. The original project budget of \$2,615,215 is now estimated at \$3,600,000. There was discussion of changes in the project scope to reduce costs. Areas for cost reductions included: elimination of the new elevator and restructuring the use of one of the existing elevators, removing the proposed new Court lobby and restroom area, consideration of reconfiguring offices on the fourth floor, and re-working the proposed security cameras/monitoring system.

Discussions followed.

- Judge Parker stated that civil trials could temporarily be relocated during renovations, i.e., Warren Green, the old courthouse and Juvenile and Domestic courtroom
- Mr. Downey presented the elevator issue to Judge Parker and indicated that there were structural concerns to be addressed with the installation of a new elevator. Mr. Robison noted the additional floor space that would be lost if the elevator was installed through the floors versus an exterior unit.
- Mrs. Barb expressed concerns regarding the Clerk's work area if the elevator was relocated.
- Judge Parker noted that compromises were made when the original layout was presented, and he would prefer that all parties adhere to the original agreement.
- Mr. D'Urso stated that time would be of the essence because the citizens' business will be disrupted.
- Ms. Ledgerton does not feel that there will be a great reduction in traffic due to the taxpayers, court attendees, and citizens still entering the building.

Mr. Hooper indicated that he had received positive feedback for bidding the Courthouse and Adult Detention Center as one project. Bid alternates will be included in the bid documents. Mr. Downey requested the construction contingency be increased from 5% to 10%. He would like staff to recommend funding options. Mr. Tippie will provide a 5 year funding requirements plan at the next meeting. Sheriff Fox and Chief Deputy Flohr expressed security concerns during the renovations phase and the need for heavier staffing at both locations.

Culpeper Street Shadow Lawn Properties

Mr. Hooper gave an overview of the history of the buildings and former Board of Supervisors' recommendations. The previous renovation estimate for both properties was in excess of \$730,000 for the uses under consideration at that time. Mr. Downey and Mr. Robison concur that the properties should not be sold due to the shortage of County office space. The County owns 75% of the property and the Town of Warrenton owns 25%. A formal agreement needs to be reached with the Town regarding its 25% ownership. Mr. Farley indicated that substantial maintenance work is necessary for presentable buildings. The square footage of the two buildings will be provided at the next meeting.

Warren Green

Carpet and furniture installed by mid-March, with occupancy by the end of the month. All external renovations are to be completed by April 30, 2004. Mr. Downey requested that Mr. Gouldthorpe notify the contractor that liquidated damages in the amount of \$400 per day will be enforced beginning March 16, 2004 if the building is not complete. The stairs were damaged when Trustees removed the radiators; contractor to re-condition them. The sprinkler system needs to be addressed post-haste. Mr. Downey and Mr. Gouldthorpe to walk through the building.

Next Meeting

The next meeting will be on Tuesday, March 9, 2004 at 5:00 p.m. in the 4th floor conference room of the County Courthouse building.

Future Agenda Items

- Fire and Rescue Construction Projects

There being no further discussion, the committee adjourned at 12:15 p.m.